

# TOWN OF LANESBOROUGH

Newton Memorial Town Hall

*Town Clerk's Office*

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*Ruth A. Knysh, Town Clerk*

## **PUBLIC RECORDS REQUEST**

Date: \_\_\_\_\_

Requested by:

Name:	
Address:	
City, State, Zip:	
Phone:	
Email:	

**Public Information Requested** (Please be as specific as possible)


There will be a charge of \$.20 per page (for photocopies); \$.50 per page (for computer print-outs); and \$1.50 per page (for address labels), plus the cost of research, should that be required.

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### ***FOR OFFICIAL USE ONLY***

Date Information Released:	
Information Delivered to:	
Fee Charged:	

Signature of Record Clerk: \_\_\_\_\_